## **Sample Breakdown of Hours**

Course Title	No of tutorial groups	Contact hours per group	Preparation hours per group	Marking hours per group	Feedback hours per group	Total hours  – all groups			
Training and meeting hours *	estimate pe	estimate per academic year							
GREE08005 Greek 1C (and GREE10027 Greek 2Ha and PGHC11269 Intermediate Greek (PG) 1)	2	9	9	16	5	78			
Semester 1 Hours						78			
CLGE08002 The Greek World 1B	3	5	5	9	5	72			
Semester 2 Hours									
Total hours 2024/2025	Total hours 2024/2025								

**Contact hours per group** – class time

**Preparation hours per group** – matches the contact time

Marking hours per group – calculated per group (of up to 12 students) on word count of the item being marked

- Language courses typically marking each week of class
- Non-language courses typically two submissions to be marked likely to be middle of semester and then end of semester

**Feedback hours per group** – for courses where GH are marking a significant proportion of the coursework you will be allocated 5 hours of Feedback time per group

• Liaise with the Course Organiser to discuss how best used across scheduled student drop-in hours and ad hoc queries via email etc.

Total hours – all groups – sum of the previous column multiplied by the number of groups

**Training and meeting hours** – paid for induction, training and meetings you need to fulfil your role as a tutor or demonstrator

• Induction - Welcome Week, week of 8<sup>th</sup> September

# **Sample Course Information spreadsheets - Language courses**

You will be given access to the spreadsheet at the beginning of the relevant semester in order to help you plan your time and complete your Time Cards.

	C	D	E	F	G	Н	1	J
GR	E08005	Greek 1C (ar	nd GREE10027	Greek 2Ha a	nd PGHC11269	Intermediat	e Greek (PG)	1)
	Semester 1		Course Organiser		mleventh@ed.ac.			
8		Course Admin		Sara Dennison	Sora Dennison@ed.			
	Per Group							
	Contact	Preparation	Marking	Feedback	Total hours			
1	9	9	16	5	39			
1				7	100			
	Classes	Weeks 2 to 10	1					
	Marking		-	per student	per group			
	25/09/2024, 02/10/2024, 09/10/2024, 16/10/2024, 23/10/2024, 30/10/2024, 06/11/2024,							
	13/11/2024	8 Tutorial Exerci	ses (20%)	1.33	16			
	Total		Total	1.33	16			
	Submission dates	should be checked	to the latest informa	tion on the course	Learn page.			
	Marking is for up	to 12 students p	er group, whether	submitted on tim	e or late.			
1	If you have 13 or	more students in	your group please	email for furthe	r advice -	hca-teaching-sup	port@ed.ac.uk	
	If you have 13 or	more students in	your group please	email for furthe	r advice -	hca-teaching-sus	port@ed.ac.uk	
	Weekly hours		your group please	email for furthe	r advice -	hca-teaching-su	oport@ed.ac.uk	
	Weekly hours	per group			r advice - ester. The marking a			proximate guide.
	Weekly hours   These figures ar	per group re to give you an o	verall feel of the s	hape of the semi		and feedback ho	urs are only an app	
	Weekly hours These figures ar Marking hours fo	per group e to give you an o or each submissio	verall feel of the s	hape of the semi	ester. The marking a	and feedback how	urs are only an app	
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	Weekly hours These figures ar Marking hours for Feedback hours	per group e to give you an o or each submissio are divided in two	verall feel of the s on are divided in to o, with half alloca //09/2024	hape of the seme wo, with half allo ted in the week fo	ester. The marking a cated in the week o ollowing each subm	and feedback hoo of submission an hission.	urs are only an app d half in the follow	wing week.
	Weekly hours of These figures and Marking hours for Feedback hours	per group e to give you an o or each submissio are divided in two 16/09/2024 to 22	verall feel of the son are divided in to o, with half alloca //09/2024 //09/2024	hape of the seme wo, with half allo ted in the week for Contact	ester. The marking a cated in the week o ollowing each subm Preparation	and feedback hou of submission an hission. Marking	urs are only an app d half in the follow Feedback	Total hours
	Weekly hours of These figures at Marking hours for Feedback hours  Week 1  Week 2	per group e to give you an o or each submissio are divided in two 16/09/2024 to 22 23/09/2024 to 29	verall feel of the son are divided in to o, with half alloca /09/2024 /10/2024	hape of the sements, with half allowed in the week for Contact	ester. The marking a cated in the week o ollowing each subm Preparation	and feedback hos of submission an hission.  Marking	ors are only an app d half in the follow Feedback 0.5	Total hours
	Weekly hours of These figures are Marking hours for Feedback hours  Week 1  Week 2  Week 3	per group e to give you an o or each submissio are divided in two 16/09/2024 to 22 23/09/2024 to 29 30/09/2024 to 06	verall feel of the s on are divided in to o, with half alloca /09/2024 /09/2024 /10/2024 /10/2024	hape of the sements, with half allowed in the week for Contact	ester. The marking a cated in the week o collowing each subm Preparation	and feedback hos of submission an nission.  Marking  2 2	rs are only an apy d half in the follow Feedback 0.5 0.5	Total hours  4.5 4.5
1	Weekly hours   These figures ar Marking hours fr Feedback hours Week 1 Week 2 Week 3 Week 4	per group e to give you an o or each submission are divided in two 16/09/2024 to 22 23/09/2024 to 29 30/09/2024 to 06 07/10/2024 to 13	verall feel of the son are divided in to o, with half alloca /09/2024 /09/2024 /10/2024 /10/2024 /10/2024	chape of the seminor, with half allowed in the week for Contact	ester. The marking a cated in the week o ollowing each subm Preparation	and feedback hoof submission and dission.  Marking  2 2 2	Feedback  0.5 0.5	Total hours  4.5 4.5 4.5
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Semester 1	Weekly hours   These figures ar Marking hours fi Feedback hours  Week 1 Week 2 Week 3 Week 4 Week 5 Week 6 Week 7 Week 8	per group e to give you an o or each submissio are divided in two 16/09/2024 to 22 23/09/2024 to 29 30/09/2024 to 06 07/10/2024 to 13 14/10/2024 to 20 21/10/2024 to 27 28/10/2024 to 03 04/11/2024 to 10	verall feel of the son are divided in to bo, with half alloca //09/2024 //09/2024 //10/2024 //10/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024 //11/2024	chape of the seminor, with half allowed in the week for Contact  1 1 1 1 1 1 1 1	ester. The marking a cated in the week of ollowing each subm Preparation  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	and feedback hor of submission and hission.  Marking  2 2 2 2 2 2 2 2 2	Feedback  0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	45 45 45 45 45 45 45 45
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	Weekly hours   These figures ar Marking hours for Feedback hours  Week 1 Week 2 Week 3 Week 4 Week 5 Week 6 Week 7 Week 8 Week 9 Week 10 Revision	per group e to give you an o or each submissio are divided in two 16/09/2024 to 22 23/09/2024 to 29 30/09/2024 to 29 30/09/2024 to 30 14/10/2024 to 20 21/10/2024 to 27 28/10/2024 to 30 04/11/2024 to 10 11/11/2024 to 17 18/11/2024 to 24 25/11/2024 to 01 02/12/2024 to 08	verall feel of the son are divided in to o, with half allocal /09/2024 /09/2024 /10/2024 /10/2024 /11/2024 /11/2024 /11/2024 /11/2024 /11/2024 /11/2024 /12/2024 /12/2024 /12/2024 /12/2024 /12/2024 /12/2024 /12/2024 /12/2024	chape of the seminor, with half allowed in the week for Contact  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ester. The marking a cated in the week o ollowing each subm Preparation	and feedback hor of submission and hission.  Marking  2 2 2 2 2 2 2 2 2	Feedback  0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.	45 45 45 45 45 45 45 45 45 45 45

Per Group - figures match Breakdown of Hours, for multiple groups multiply each figure by the no. of groups

Classes - weeks classes to take place

Marking - submission dates for coursework, but check Learn, and marking hours allocated for individual assignments

### Weekly hours per group

- Marking Language course so marking typically each week of class
- Feedback for this exercise clustered around assignment deadlines but liaise with the Course Organiser about how best used

# Sample course information spreadsheets – Non-language courses

You will be given access to the spreadsheet at the beginning of the relevant semester in order to help you plan your time and complete your Time Cards.

ı A	C	D	E	F	G	H	1	J	K	
CL	GE08002	The Greek W	orld 1B							
	Semester 2		Course Organiser	Marco Santini	msantini@ed.ad	.uk				$^{+}$
			Course Admin	Shannon McMillan	Shannon, McMillar	n@ed.ac.uk				$^{\dagger}$
	Per Group									$^{\dagger}$
	Contact	Preparation	Marking	Feedback	Total hours					$^{\dagger}$
	5	5	9	5	24					Ť
										Ť
	Classes	Even - Weeks 2, 4	4, 6, 8 and 10 and	Odd - Weeks 3, 5, 7	, 9 and 11					Ť
										Ť
	Marking			per student	per group					$^{\dagger}$
	14/02/2025	750 word Written	exercise (15%)	0.25	3					$^{\dagger}$
	04/04/2025	2000 word Essay (25%)		0.50	6					Ť
			Total	0.75	9					$^{\dagger}$
	Submission dates	should be checked t	o the latest informa	ation on the course L	earn page.					Ť
				submitted on time						Ť
				e email for further		hca-teaching-sur	oport@ed.ac.uk			Ť
										Ť
	Weekly hours	per group								$^{+}$
			erall feel of the	hane of the seme	ster. The marking	and feedback hou	irs are only an ani	proximate guide		+
	_			-		of submission and		-		+
	_			ted in the week fol			a non in the rono	mg week.		+
	Teedback flours	are divided in two	, with half alloca	Even week tutori	-	111331011.		CLGE08002E		0
				Contact	Preparation	Marking	Feedback	Total hours		Ĕ
	Week 1	13/01/2025 to 19/	/01/2025	COINGE	rieparation	marking	recoder	Total libura		Н
	Week 2	20/01/2025 to 26/		1	1			2		+
	Week 3	27/01/2025 to 02/			-			-		+
	Week 4	03/02/2025 to 09/	,	1	1			2		+
	Week 5	10/02/2025 to 16/		1	1	1.5		1.5		+
7	Flexible	10/02/2025 to 10/	02/2025			1.5		1.5		ь
mester	Learning Week	17/02/2025 to 23/	/02/2025	No classes to tak	e place	1.5		1.5		N
Ē	Week 6	24/02/2025 to 02/	/03/2025	1	1		2.5	4.5		т
- iñ	Week 7	03/03/2025 to 09/								$^{+}$
	Week 8	10/03/2025 to 16/		1	1			2		+
-	Week 9	17/03/2025 to 23/			_			_		$^{+}$
		1//03/2025 to 23/03/ 24/03/2025 to 30/03/		1	1			2		$^{+}$
	Week 10	24/03/2025 to 30/	31/03/2025 to 06/04/2025		-	3		3		$^{+}$
	Week 10 Week 11									+
		31/03/2025 to 06/	/04/2025			3	2.5	5.5		$^{\dagger}$
		31/03/2025 to 06/ 07/04/2025 to 13/	/04/2025 /04/2025			-	2.5	5.5		
		31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/	/04/2025 /04/2025 /04/2025			-	2.5	5.5		$^{\dagger}$
	Week 11	31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/ 21/04/2025 to 27/	/04/2025 /04/2025 /04/2025 /04/2025			-	2.5	5.5		Ŧ
	Week 11	31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/	/04/2025 /04/2025 /04/2025 /04/2025 /05/2025	5	5	3				
	Week 11	31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/ 21/04/2025 to 27/	/04/2025 /04/2025 /04/2025 /04/2025	5	5	-	2.5	24		
	Week 11  Revision Exam Diet	31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/ 21/04/2025 to 27/ 28/04/2025 to 25/	(04/2025 (04/2025 (04/2025 (04/2025 (05/2025 Total	5	5	3				
	Week 11  Revision Exam Diet  If you are unable	31/03/2025 to 06/ 07/04/2025 to 13/ 14/04/2025 to 20/ 21/04/2025 to 27/ 28/04/2025 to 25/	(04/2025 (04/2025 (04/2025 (04/2025 (05/2025 Total			9	5		u he shi	

Per Group - figures match Breakdown of Hours, for multiple groups multiply each figure by the no. of groups

Classes - weeks classes to take place

Marking - submission dates for coursework, but check Learn, and marking hours allocated for individual assignments

### Weekly hours per group

- Marking Non-language course typically two submissions to be marked, likely to be middle of semester and then end of semester
- Feedback for this exercise clustered around assignment deadlines but liaise with the Course Organiser about how best used